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| **Attendees** | SMU:   * Professor Kam Tin Seong * Esther Gao Shuang * Wang Ziteng * Desmond Lin * Cheryl Yong * Joanne Tan   Sponsor:   * Nguyen Le Thi * Chun Keong * Sylvain Goblet * Priti Jauhari * Akshaya Praksah * Deepika * John |
| **Date** | 2017/08/30 |
| **Location** | Johnson & Johnson Office |
| **Meeting Agenda** | Agenda of the meeting was to determine the following,   * Project timeline * Task assignment for SMU * Collaboration methods between J&J and SMU |
| **Notes** | **Phases of Project (As defined by Johnson & Johnson)**   * Data Modeling: Entity Relationship model, Conceptual Data Modeling * Data Preparation: Data Profiling, Identify data Quality issues, Harmonisation/standardization * Data visualization * Build predictive model using R * Testing and Deployment   The timeline is being divided into 6 sprints over the period of 12 weeks:   * Sprint 0: understanding data and scope of project. Data validation and understanding of relationships * Exploration:   Visualisation it’s something they’d like to have at the end of phase 0. Some visual to have a look and understand the shipment flow. End of phase 0, have the visual output. UML Diagram for instance.  Have support for data validation. In multi data & variable transformation, have more steps to breakdown multi-data and variable transformation.  End of iteration 2: Come back and show them what we have understood and map out the flow of the supply chain.  Answers to questions posed by SMU:   * Number too small. So in order to produce 100 bottles of oil, they require this quantity So the file is just a ratio of the UoM * Good analysis requires good data like transaction data. This will provide us with more data for analysis. * Transaction good:   + Information record. Invoices..   + Raw materials negotiated on yearly basis. So for which raw materials is good to have a yearly contract and which is flexible contract. * At this point using selling data, not sell out data. * Data:   + 2016 sell-in data to be provided?   + Buy-in price.. * Cond type file is the mark up for DC but internal mfg is for internal manufacturing. |
| **To-do** | * J&J will edit the detailed timeline and build on the timeline SMU has provided in presentation slides (Akshaya) * J&J to also provide the full set of data for both adult products and baby oil |